

Seasonal Furlough – Child Development Program

For the 2014/2015 Program Year, MAAC and SEIU, Local 221 have developed the following process to assign represented employees to positions and locations for our upcoming program year. This process will supersede any previous transfer request or deferred transfer awards.

The process outlined in this letter shall be used for the CDP Program Year 2014/15 staffing placements. The process shall be reevaluated prior to staffing changes for future years.

This Program Year there will be a shift in program options that will provide more opportunities for represented staff (on the basis of seniority, education, experience, certification, language skills, etc) to request assignments to positions in our Early Head Start (EHS) program (which will run 52 weeks per year with a mandatory winter and spring break) for which current staff may not meet all of the minimum educational and/or experience requirements.

Participation in this process is required for all of the following classifications:

- Co – Teachers
- Teachers, Lead Teachers
- Site Lead Teachers
- Family Partners
- Family Service Workers
- Home Base, Lead Home Base Teachers
- Program Aides
- Prenatal Home Visitors
- Individuals occupying a non-eligible classification (as indicated below), and whose position is eliminated
- Individuals who are on the active recall list from a previous Reduction in Force (RIF)

All individuals in the above classifications are REQUIRED to complete and submit a Job Assignment Preferences form no later than June 16, 2014.

Failure to submit a completed form may result in a work assignment made on your behalf without considering any preferences you may have.

Because we anticipate significant interest in movement into the EHS program, we have attached a grid for you to review the requirements for HS and EHS teaching positions to enable you to determine if you meet the requirements for positions you are interested in. If you have questions related to the requirements for other classifications please contact MAAC Human Resources.

Represented staff may request assignment to a position in the Early Head Start Program without currently having the required six (6) units of education in Infant/Toddler. You must meet all other requirements for these positions. If eligible to be assigned to an Early Head Start position for which you do not currently meet the education requirements, you will have approximately one year (one month

prior to the beginning of the next Program Year - by June 1, 2015) to demonstrate that you meet the educational requirements for the position to maintain an assignment in that classification.

If assigned to a position in EHS that is a higher level classification, you will retain your current salary for up to one year; this will be considered a transitional period where you attend/participate in classes (on-line, in the evening or weekend or at a MAAC sponsored class on site if available). You will still be eligible for any negotiated salary adjustments that you would have received had you stayed in your prior position. Once you meet the educational requirements, your transitional period will be completed.


If meeting the educational requirements entitles you to be promoted to the position (if applicable), your salary will change consistent with the contractual requirements (typically a minimum of a 10% increase or step 1 on the salary schedule for the position – whichever is applicable) in a manner consistent with Career Development Advancement. In the event you do not meet the educational requirements within the time frame specified, you will be eligible to request a demotion to a vacant position or you will be terminated. New Probationary Work Periods will be applicable to those individuals who are assigned to a position they have not previously held.

Classifications NOT ELIGIBLE for this process INCLUDE, but are not limited to: Bus Drivers, Data Entry Technicians, Facility staff, General Aide Helpers, Kitchen staff, Inclusion Facilitators, Lead Family Service Workers, Mentor Teacher, Parent Involvement Aide/Lead Parent Involvement Aide, Senior Family Service Workers, Receptionist/Office Clerk, Resource Clerk, Utility Aide. Individuals occupying a non-eligible classification (as previously identified), and whose position is eliminated, shall be allowed to participate in the Job Assignment Preferences assignment process. We will be meeting with affected individuals to discuss.

Please indicate your interest by completing and returning the attached Job Assignment Preferences to MAAC Human Resources no later than June 16, 2014 to enable MAAC to assign you to a position and location for the 2014/15 Program Year assignments. Program assignments will be made shortly after receipt of all forms. SEIU will be engaged as Human Resources assigns staff based on the Job Assignment Preference Forms that we receive. We are tentatively planning to notify staff of new position assignments beginning on June 18, 2015 beginning with assignments to the Early Head Start program.

If you have questions, please feel free to contact Rubie Richardson, Stewart Kocivar, Belina Sanchez or any of the SEIU Chapter Officers or SEIU Worksite Organizer Karen Paredes-Tupper at (858) 560-0151 extension 251 or by email to Karen.Paredes-Tupper@SEIU221.org.

On behalf of MAAC:



Arlene Gibbs, CHRO

On behalf of SEIU, LOCAL 221



Adela Martinez, MAAC Chapter President

Attachments: Job Assignment Preferences Form
Program Operating Days at a Glance PY 2014/15
Grid – Teaching Related Requirements